

Physical Evidence

Quality Procedures Manual



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Attachments

Request for Laboratory Examination form (PE QPA 1.1) (formerly OSBI CSD QPA 5.1)
Notification Regarding Non-Casework Use of Evidence (PE QPA 2.2.1) (formerly OSBI CSD QPA 6.2.1)
Weekly Temperature Log (PE QPA 2.4.1) (formerly OSBI CSD QPA 6.4.1)
Evidence Release Form (PE QPA 3.1) (formerly OSBI CSD QPA 7.2)
Evidence Destruction Form (PE QPA 3.2) (formerly OSBI CSD QPA 7.1)
(Available in QMS Folder)

References

Evidence Packaging and Sealing Requirements (OSBI CSD QMA 3)
Drying Stall Key Control Log (OSBI CSD QPA 20.5)
Evidence Locker Guidelines
(Available in QMS Folder)

PE QP 1 Evidence Intake [\(Top\)](#)

I. Scope

These procedures shall be used by any OSBI Criminalistics Services Division (CSD) employee when receiving evidence.

II. Procedure

A. Review of the Request

The following steps shall be taken to review all requests for analysis. This includes requests made at the time of evidence submittal and subsequent requests or amendments made after evidence has already been received by the OSBI CSD.

1. Verify that the individual requesting the analysis is authorized by state statute to request services from the OSBI CSD. The agencies and individuals authorized to request services are listed in Oklahoma State Statute Title 74, Sections 150.2 and 150.5.
2. With the exception of blood alcohol kits, each request for examination shall be submitted on the Request for Laboratory Examination (RFLE) form (OSBI PE QPA 1.1).
 - a. For in-person submissions, check that the RFLE or Blood Test Officer's Affidavit has been signed by the submitting officer. If it has been signed, verify that the identity of the officer submitting the evidence matches that of the signature. If it has not been signed, ask the officer to sign the RFLE or affidavit before proceeding. The signature on the RFLE/affidavit indicates agreement to the terms listed in OSBI CSD QMA 1.1 Notice to Stakeholders.
 - b. If a stakeholder does not agree to the term listed in OSBI CSD QMA 1.1 Notice to Stakeholders, a narrative describing the dissensions and/or additional requests of the stakeholder (e.g., addition of methods used for testing in the Examination Report) will be included in the case record. It is the case analyst's responsibility to ensure the requests of the stakeholder are addressed appropriately when analyzing the case. Any issues during this process will be brought to the attention of the appropriate discipline Supervisor(s) and appropriate Criminalistics Administrator(s).
3. Verify that the type of evidence being submitted falls within the acceptance requirements described in OSBI CSD QMA 2 Evidence Management Requirements.
 - a. Evidence for civil cases will not be accepted.
 - b. Non-criminal product cases such as food or drugs purchased from retailers or vending machines suspected to be contaminated will not be accepted. All such cases should be referred to the Oklahoma State Department of Health.

4. Verify that the OSBI CSD is capable of providing the type and degree of service requested. A list of available services/methods is listed in OSBI CSD QMA 4.1 Facilities and Available Services.
 - a. If the OSBI CSD does not have the capability or resources to provide the service requested, the evidence cannot be accepted. If possible, appropriate OSBI staff will assist the stakeholder to identify a laboratory that can provide the services needed. A list of potential service providers is located in OSBI CSD QMA 5 Alternate Service Providers.
5. If the OSBI CSD can provide the requested service, accept and log-in the evidence as described below.

B. Request for Laboratory Examination Form (RFLE) (OSBI PE QPA 1.1)

1. A Request for Laboratory Examination form must be completed for items of evidence submitted to the laboratory for analysis via in-person, mail, or evidence lockers, with the exception of blood alcohol kits.
 - a. Check the RFLE form for completeness and that the writing is legible.
 - b. Subject(s) name and victim(s) name or identifying case number is required. (Note: drug and blood alcohol type cases may not have a victim's name. However, sexual assault, shooting with intent, burglary, and homicide cases will generally have a victim's name, but may not have a suspect's name at time of submission of evidence.) The names should be legible. If not, verify the name/spelling with the submitting officer.
 - c. All items being submitted must be listed on the submittal form. If necessary, additional pages can be attached. (Note: An individual RFLE form is not needed for each item submitted.)
 - d. The RFLE must list the type of examination requested for each item submitted.
 - e. For all Biology requests, an officer statement or police report should be included upon submission.
 - f. The requesting officer should indicate if any state, federal, or tribal prosecutor's office(s) should have access to the lab results or not.
 - g. If the evidence packaging does not have the department/agency case number or suspect/victim information, ask the officer to add the appropriate information if his/her agency will need it to identify the evidence when it is returned.

C. Evaluation of Evidence Integrity Concerns

Inspect the evidence to ensure that it is packaged in a manner that will preserve the integrity of the evidence.

1. Evaluate each package to ensure that it is appropriate for the type of evidence it is listed to contain. For example, arson samples should be in arson cans, while evidence with dried biological stains should be in packaging that will prevent mold or bacterial growth (paper sack, envelope, or box). Biological evidence should not be placed inside a plastic container. If evidence is inappropriately packaged, advise the submitter of the proper packaging and ask them to repackage the evidence. The evidence shall not be accepted until packaging concerns are resolved.
2. Evaluate the seals on each package to ensure that they protect the evidence from loss, cross-transfer, contamination, and deleterious change. Ensure that the officer's initials or other identifying marks are on each seal. Ask the officer to add his/her initials or identifying mark if initials are not present. Refer to OSBI CSD QMA 3 Evidence Packaging and Sealing Requirements for more information regarding proper seals. When evidence is received which has an acceptable seal, but does not bear the officer's initials, and the officer is not available to add his/her initials or identifying mark, the seal(s) should be marked to indicate it was received in this fashion using one of the following methods:
 - a. The individual receiving the evidence can place a piece of red evidence tape at an approximate 90-degree angle to the seal and add his/her initials to the red evidence tape.
 - b. The individual receiving the evidence can mark the seal with "RITC" or "received in this condition" and his/her initials.
3. Evaluate each package and its seal to ensure the evidence is packaged and sealed in a manner that is conducive to the analyst opening and resealing the package, preferably without destroying or obscuring the original seal. If this is not possible due to the package containing too much evidence or being over-sealed (excess amount of tape sealing the package), the individual receiving the evidence can request the submitter to re-package the evidence or provide education to the stakeholder regarding packaging items for future submittals.
4. Determine whether there are special storage conditions (e.g., store refrigerated) which need to be observed to protect the evidence.
5. Evaluate the items grouped together in each package and the types of analysis requested. If necessary, request the officer to package items to ensure more efficient flow of evidence. For example, if a projectile which needs Firearms analysis is packaged

with clothing which needs Biology analysis, request the officer to package the projectile into a new container.

D. Evaluation and Identification of Safety Concerns

Inspect the evidence submitted to ensure that the evidence is packaged and labeled in a manner which ensures the safety of CSD personnel.

1. Evidence containers

- a. Evidence, such as liquid or glass containers, must be double packaged in such a manner that the outer package would contain the evidence in the event that the inner package was broken or leaked. Containers used to protect the immediate evidence package from leaks or breakage may be treated as “safety container”. The safety container must be labeled with proper hazard labels.
 - i. Only one evidence package should be placed in each “safety container” to prevent contamination.
- b. If a green, leafy substance is received in a plastic bag, ask if the substance is green/fresh material. If so, request that the officer package the item(s) into a cardboard box or paper sack to prevent the evidence from decomposing/molding.
- c. When firearms are submitted, have the officer indicate on the RFLE and the evidence package whether the weapon is unloaded, by marking the RFLE and evidence package “unloaded” and written (not typed) initials next to the notation. Officers should be instructed to indicate unloaded only if they have direct knowledge that the weapon is unloaded. If there is no indication that the weapon has been rendered safe and the submitting officer does not have direct knowledge of the weapon’s status, request a qualified individual from the OSBI lab staff, to verify that the firearm(s) has/have been unloaded or otherwise rendered safe. Have the qualified individual document that the firearm is unloaded/rendered safe on the evidence package and on the RFLE by adding “unloaded” and his/her initials.
- d. Ensure that chemicals, including any known carcinogens, mutagens, toxic substance, and volatile or foul-smelling compounds are properly labeled and packaged according to safety policy and SDS recommendations. Example: item that is suspected fentanyl.
- e. Ensure any sharp item (syringe, knife, glass, etc.) is packaged in a fashion that prevents the item from puncturing the package and potentially injuring individuals handling the item.

- f. Ensure that proper warning labels are on each package. This includes biohazard, sharps, possible fentanyl, and any other necessary hazard label.
- g. Multiple evidence packages related to a single case, for the same discipline assignment, can be placed in one container, labeled as a “convenience container,” to keep all case materials together.

2. Evidence Seals

Check the evidence containers for proper seal.

- a. Proper seal is defined in OSBI CSD QMA 3 Evidence Packaging and Sealing Requirements as “...sufficient to prevent item(s) contained from being lost, removed, or contaminated by outside sources. A container is ‘appropriate’ and ‘properly sealed’ only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal.”

E. Search Methods

If it is not certain whether the submission is the first submission for a case, a search should be done with the information provided to ensure there will not be multiple case numbers assigned to the same case. This may be done one of two ways:

1. Search Method #1

- a. Go to “Find Case” tab.
- b. Go to “(2) By Name/Soundex” tab.
- c. Type in last name and at least first initial for suspect or victim. If there are multiple suspects and/or victims listed on the RFLE, a search should be performed for each name.
- d. Select “Find Cases” at bottom of screen.
- e. Check the list of cases that are found and see if anything matches ALL information provided.
- f. If a match is found, highlight that case and click “Select” at the bottom of screen. Verify the following information matches between the existing case and the new submission:
 - i. Date of offense
 - ii. Suspect/victim’s names

- iii. County of offense
 - iv. Type of offense
 - v. Agency case number
 - vi. Requesting agency (it is possible that this could be different)
 - g. If everything matches, document the lab number on the RFLE under the “Has evidence been previously submitted on this case? If Yes, please provide the OSBI Lab #” field. Proceed to instructions for Data Entry for Additional Submissions for Existing Cases.
 - h. If no matches are found, select “Cancel” at the bottom of screen. Proceed to log the evidence in as a new laboratory case following the instructions for Data Entry for New Cases.
2. Search Method #2
- a. Select “New Lab Case”.
 - b. Select the button at bottom of screen with a picture of a hand for “New Case”.
 - c. Select “By Lab Case” if the lab case number is provided.
 - d. If no lab case number is provided, select “By Name”.
 - e. Name must be typed in exactly as it was originally entered, including middle name if provided.
 - f. Select “Search”.
 - g. Repeat Search Method #1 steps e-h.

F. Data Entry for New Cases

Transfer information provided on the RFLE or Blood Test Officer’s Affidavit into the BEAST by creating a new case using manual creation. If it is not certain whether the submission is the first submission in a case, a search should be done following PE QP 1.II.E. Fields in the BEAST which have a question mark in the box have a drop-down menu available which can be used, as needed, or press F4.

1. Select “New Case”.

2. Select the button at bottom of screen with a picture of a hand for "New Case".
3. Select "New Case" and select "OK" or enter.
4. Use the "Type of Offense" from the RFLE to select the most appropriate case type in the "Case Type" field.
5. Enter the County of Offense in the "County" field.
6. For a rush request, select "1" for the case priority field. For a routine/normal request, select "2" as the case priority field.
7. If a report should not be sent to the prosecutor (Tribal and/or State), then check the box for "DA case restriction" found at the bottom of the RFLE.
8. Select the appropriate agency in the "Department" field. Verify that the appropriate county of offense has been entered, keeping in mind that some agencies have jurisdiction which covers more than one county.
9. Enter the name of the officer requesting analysis in the "Case Officer" field using the drop-down menu. The case officer is listed on the RFLE as the "Requesting Officer." If the officer's name is not present in the drop-down menu, type out the officer's name as shown on the RFLE. Contact the Laboratory Information Management System (LIMS) Administrator, a Physical Evidence Technician Supervisor, or another individual with authorization to add officers to this menu.
10. Select the appropriate submission method in the "Submission Type" field. An officer may submit evidence to the Evidence Lockers, when there is not a Physical Evidence Technician or Criminalist available, as long as the evidence follows the Laboratory Evidence Locker Guidelines.
11. For items received by mail, enter the shipping or mailing tracking number in the "Tracking Number" field by scanning the barcode or type the number. For blood alcohol kits, if the tracking number is entered manually or if there is an agency barcode number/label on the mailing container, make a copy of the mailing container to capture the tracking labels. Scan the copy of the mailing container into the BEAST (see II.I).
12. In the "Department Case" field on the top half of the screen, enter the appropriate department case number if an agency case number is provided. Agency case numbers will be recorded as shown on the RFLE. If the case number appears to include additional information (e.g., property receipt number), it will be entered as shown, unless the officer instructs otherwise. If no agency case number is provided, then enter "NONE" into the "Department Case" field.

13. Using the drop-down menu, enter the name of the officer bringing evidence to the lab in the "Submitted By" field. If the officer's name is not present in the drop-down menu, type in the officer's name based on what is listed on the RFLE. Contact the LIMS Administrator, a Physical Evidence Technician Supervisor, or another individual with authorization to add officers to this menu.

If the submitting officer works at a different agency than the case officer, select the submitting officer's agency first from the second field on the "Submitted By" line and then select the submitting officer from the drop-down list in the first field. If the evidence is not submitted in person (e.g., mail, UPS, evidence locker, e-mail for latent evidence cases, etc.) the name of the individual listed on the RFLE as "Submitting Officer" shall be listed in the "Submitted By" field. If the "Submitting Officer" line on the RFLE is blank, then the name of the requesting officer should be entered into the "Submitted By" field.

14. On the "Offense/Date" line, leave the first three fields blank and record the date of offense in the fourth field.

15. When cases are reassigned from the original requesting agency, use the drop-down menu to select the original requesting agency in the "Orig Req Agency" field. Common agencies that could oversee a case are OSBI, FBI, DEA, and ATF.

16. On the "Names" tab, use the drop-down menu to select the subject's name type.

- a. Select "S" for suspect(s).
- b. Select "V" for victim(s).
- c. Select "K" for subjects that have known samples being submitted for elimination/identification purposes and are not considered suspects/victims (e.g., buccal swabs from parents to identify unknown homicide victim).
- d. Select "O" for cases that do not have a suspect or victim (e.g., controlled buy).
 - i. For cases that do not have a suspect or victim, enter the agency case number in the "Last" name field.
- e. Enter the subject's last name, as provided on the RFLE, in the "Last" name field.
 - i. If the subject is a "Jr., Sr., III, etc." enter the last name, comma, and suffix in the "Last" name field.
- f. Enter the subject's first name, as provided on the RFLE, in the "First" name field.

- g. Enter the subject's middle name(s) or initial, if provided on the RFLE, in the "Middle" name field.
 - h. Using the drop-down menu enter the subject's sex, if provided on the RFLE, in the "Sex" field.
 - i. Using the drop-down menu enter the subject's race, if provided on the RFLE, in the "Race" field.
 - j. Enter the subject's date of birth, if provided on the RFLE, in the "DOB" field.
 - k. If an alias for a subject is provided, create an additional suspect/victim entry entering "(AKA)" after the last name.
 - l. Repeat steps F.16.a-k for each name listed on RFLE.
17. Enter each outer package of evidence on the "Containers" tab.
- a. Enter a letter designation beginning with "A" for each outer package in the "Cont. #" column.
 - i. Once the entire alphabet has been used (A-Z), you will then need to double the letters and continue alphabetically. (For example, AA, AB, AC, etc.)
 - b. Select a description of the evidence package that most closely describes the package from the drop-down list in the "Package" column.
 - i. If an appropriate description is not in the list, select "miscellaneous."
 - ii. If the evidence is not in a container select "Item" (e.g., door, bumper, etc.).
 - c. Assign one item number beginning with the number 1 to each container of evidence.
 - d. Select the analysis needed from the "Service Req(s) F4" column.
18. Enter item specific information on the "Items" tab.
- a. In the "Pkg." column, ITEM is auto-populated. Change from ITEM to the type of evidence collection kit (Blood Alcohol Kit, Drug-Facilitated Sexual Assault Kit, Sexual Assault Kit, or Gunshot Residue Kit) when a kit is submitted. All other containers stay as ITEM.

- b. In the “Type” column, EVIDENCE is auto-populated. Change to the appropriate evidence code from the drop-down list for evidence collection kits (Blood Alcohol Kit, Drug-Facilitated Sexual Assault Kit, Sexual Assault Kit, or Gunshot Residue Kit). The sexual assault kit type should reflect the agency that provided the kits (OKKIT, OCPD, OSBI, TPD, or Out-Of-State). All other containers stay as EVIDENCE.
 - c. For blood alcohol kits, highlight the “Attribute F4” column, press the F4 key, and enter the citation number in the window that opens. For sexual assault evidence collection kits, highlight the “Attribute F4” column, press the F4 key, and enter the SA kit tracking number.
 - d. In the “Description F7” column, enter the exact description found on the RFLE. There is limited character space for descriptions. If necessary, use the abbreviations list provided.
19. If another agency or individual needs to receive a copy of the report, enter the appropriate information on the “Distribution” tab.

G. Data Entry for Additional Submissions to Existing Cases

- 1. Select “New Lab Case”.
 - 2. Select the button at bottom of screen with a picture of a hand for “New Case”.
 - 3. Select “By Lab Case” and enter the existing lab number using the four-digit year and six-digit case number in the “Lab Case” field. Select “OK” or enter.
 - 4. For a rush request, select “1” for the case priority. For a routine/normal request, select “2” as the case priority.
 - 5. Verify the prosecutor distribution has not changed. If the information has changed from previous submittal(s), the distribution list will need to be changed accordingly after completion of log in.
 - 6. Repeat steps F.8-19.
- NOTE: Some entries are auto-populated from previous submission(s). If information was not previously provided, but is listed on the new RFLE, enter the applicable information provided.
- 7. The “Returned Item” tab will list any items that have been previously submitted. For items that were previously returned to an agency and are being resubmitted, place a check in the box next to each item.

- a. Verify the items in the package have not been altered and all seals remain intact since evidence was returned to the agency.
- b. Select the analysis needed from the “Service Req(s) F4” column for each returned item.

H. Finalize Case Creation

Finish creating the case by completing the following steps.

1. For all cases, once the information has been entered into the BEAST, click the “Quick Create” button.
 - a. For “Hand Delivered” submissions, a pop-up message will appear at this point that says “Are there more cases for this signature?”. If the submitting officer has multiple submissions, select “Yes” and continue logging in cases by selecting the button with the hand. If not, select “No.” This allows for the officer to only have to sign once for a batch of submittals.
 - b. For “Hand Delivered” submissions, type the name of the individual submitting the evidence and capture his/her signature using the signature pad. Click on “Save Signature” when he/she has finished signing.
 - c. For in-person submissions, offer the submitting officer a copy of the BEAST-generated submittal receipt.
 - d. For mail, courier, evidence locker, and e-mail submissions, the BEAST-generated submittal receipt will be available in the law enforcement report portal (report system).

I. Scan Any Necessary Documents

Scan a copy of blood alcohol kits, officer RFLE’s, officer affidavits, and any other necessary documentation and save them to the Image Vault. This can be done by completing the following steps:

1. Insert the document into the scanner in the proper orientation, according to the scanner instructions.
2. Open the case within the BEAST.
3. With the “Case Info” tab selected, hit the F11 key or click on the “Documents F11” button.

4. Click on the "Scan_Doc" button in the lower right corner of the window that opens.
5. Place document into scanner and click "Scan".
6. When prompted for a document description, include the lab case number and an appropriate description (BA kit, affidavit, RFLE, etc.) of the document scanned and then click "OK."

J. Label Evidence and Documents

Ensure the evidence and required documents are properly identified by completing the following steps:

1. Apply the appropriate barcodes to the package(s), and RFLE(s)/Affidavit(s).
2. If the county and agency are not displayed on the barcode, label the evidence package(s) with this information.

K. Transfer Evidence and File Barcode to Proper Storage Location

Transfer evidence to the appropriate storage location(s) by performing the following steps. Then use the same process to transfer the file barcode to an appropriate location (file system or electronic file, etc.)

1. Scan the barcode representing the location to which the evidence/file will be transferred.
2. Scan the barcode for each evidence package/file being transferred.
3. Either scan the barcode representing "Process Transaction" or select enter.

L. E-Mail Submissions – Latent Evidence Unit

For evidence received by e-mail by the Latent Evidence Unit, similar steps as those outlined in sections E through J will be used to create an evidence submission. Transfer information provided on the RFLE into the BEAST by creating a new case using manual creation or by creating a new submission on an existing case. If it is not certain whether the submission is the first submission in a case, a search should be done with the information provided to ensure there will not be duplicate case numbers assigned to the same case.

1. In the "Case Type" field use code 94-Unidentified Deceased.
2. Enter the County of Offense in the "County" field.

3. For a rush request, select “1” for the case priority. For a routine/normal request, select “2” as the case priority.
4. Uncheck the box for “Print Receipt.”
5. Select the appropriate agency in the “Department” field.
7891, State Medical Examiner-OKC
7892, State Medical Examiner-Tulsa
6. The name of the officer requesting analysis shall be entered in the “Case Officer” field using the drop-down menu. The case officer is listed on the RFLE as the “Requesting Officer.”
7. In the “Submission Type” field select “Email.”
8. In the “Department Case” field, enter the ME’s case number.
9. Using the drop-down menu, enter the name of the individual emailing evidence to the lab in the “Submitted By” field.
10. On the “Offense/Date” line, leave the first three fields blank and record the date of offense in the fourth field.
11. If another agency involved with the case has a case #, enter that information in the “Location” section.
12. Enter the information in the “Names” tab.
 - a. If you have information for a tentative identification, select “O” in the “Type” field on the “Names” tab and add the appropriate information for the tentative identification.
 - b. Select “V” in the “Type” field and enter “unidentified deceased” in the “Last” field.
13. In the “Containers” tab:
 - a. Enter a letter designation for each package in the “Cont. #” column, starting with “A.”
 - b. Enter “ITEM” in the “Package” column.
 - c. Assign one item number to each container of evidence starting with “1”.

- d. Select the analysis needed from the “Service Req(s) F4” column. (LP-C – Latent Print Analysis, for examination of images from unidentified deceased prints)
14. Enter item specific information on the “Items” tab.
- a. In the “Description F7” column, enter the description of the evidence based on the information provided on the RFLE.
15. If another agency or individual needs to receive a copy of the report, enter the appropriate information on the “Distribution” tab.
16. Check that all of the entered information is correct. When you are ready to create the submittal, click the “Quick Create” button.
17. The OSBI lab number will be added to the digital RFLE. Save the RFLE to the Image Vault.
18. Upload the e-mail submission to either the “Narrative” section or to the Image Vault.
19. Label the submitted digital images with the Case # and Item # in front of the original file name.
20. Upload the submitting images to the Image Vault.
21. Using the container barcode on the RFLE, scan the evidence to the “Image Vault.”
22. Using the file barcode on the RFLE, scan the evidence to the “Electronic Case File.”

M. Receiving Evidence When the LIMS is Not Available

On occasion the LIMS may not be available for data entry due to power outages or network issues. If evidence is submitted during this time, follow the steps above for evaluating evidence acceptance and proper packaging and sealing before proceeding with the following steps:

1. Offer the officer an evidence locker for the approved evidence types for evidence locker submissions.
2. If the officer has evidence not approved for an evidence locker submission, then time/date stamp or mark down the time of evidence delivery on the RFLE.
3. The receiving evidence technician must write “received by:” along with their printed name and signature at the top of the RFLE.

4. If the evidence is received in person, give a copy of the RFLE to the submitting officer as a receipt.
5. Document the time and storage location the evidence is stored until the LIMS is available.
6. When the LIMS is available, follow the steps to log in evidence.
 - a. If the evidence was received by evidence locker, use the appropriate locker depending on location where evidence was placed.
 - b. If the evidence was received in person select "Hand Delivered- No Signature: for the submission type.
7. Coordinate with a Physical Evidence Technician Supervisor to modify the chain of custody dates/times.
8. Add a "case event" narrative to document why the evidence was not logged in at the time of receipt.

N. Linking Cases

In some cases, there may be a request or a need to compare items from one OSBI CSD case to one or more other cases. When this occurs, the cases can be linked in the BEAST to facilitate the cross-case comparison. Prior to linking cases, it is advisable to contact the respective prosecutor's office(s) and ensure that linking the cases is acceptable. In some circumstances, the Prosecutor may feel it is necessary to leave cases unlinked in order to ensure the reference to (an) additional case(s) in a report does not create the potential to prejudice the jury.

1. Determine which case is primary and which case(s) is/are secondary. When linking cases, a copy of the item description and submission information for linked items from a secondary case will be put into the primary case record. Linking cases does not copy information from the primary case into the secondary case(s).
2. Before linking cases, verify that all items of evidence are within the custody of the OSBI CSD. If a request has been received to make a comparison to items which are no longer in OSBI CSD custody, determine whether the items will be resubmitted or whether the request needs to be declined. Do not link items which are not in OSBI CSD custody in order to avoid creating an assignment that cannot be completed.
3. Navigate to each secondary case and edit the item description for each linked item to include "*LINKED ITEM_XX-XXXXX*" (XX-XXXXX is the primary linked case number) at the beginning of the item description. This additional identification of the linked item

should be used to help ensure that a linked item is not released prior to the completion of the analysis on the primary case.

4. Open the primary case in the BEAST.
5. Click on the “Items” tab.
6. Click on the “Link” button on the right side of the screen.
7. In the pop-up window, click on the “Select Items Manually” button. This will open a “Find a Case” window.
8. Use the “Find a Case” window to open the case record for the secondary case.
9. Select the item(s) to link and click ok. If a sub-item will be linked, the associated parent item must also be selected.
10. Click on the “Link Items” button to complete the linking process.
11. In the event it is necessary to link to a legacy case (one which pre-dates the BEAST and LETS (Laboratory Evidence Tracking System)) contact a Physical Evidence Technician Supervisor for assistance.

III. Attachments

PE QPA 1.1, Request for Laboratory Examination (RFLE)

(Available in QMS Form Folder)

IV. References

Laboratory Evidence Locker Guidelines

(Available on CSD Quality server)

PE QP 2.1 Evidence Handling [\(Top\)](#)

I. Scope

This procedure outlines the process for handling evidence within the OSBI CSD. Evidence handling procedures include uniquely identifying evidence, labeling evidence items and/or packaging, and preventing contamination.

II. Procedure

A. Evidence Inventory

1. An initial inventory of evidence containers (packages) is created during the evidence intake process. Refer to PE QP 1.
2. During the examination of evidence, analysts will create an inventory of evidence items contained within any package or container of evidence that is opened for analysis (see II.B.2). Discrepancies between evidence received and the labeling on the officer's RFLE or evidence packaging should be noted and handled according to OSBI CSD QM 7.4.3 as appropriate to the significance and potential impact of the discrepancy. The action taken to verify the correct information shall be noted in the case record.
3. The inventory of evidence should include a unique item number or sub-item number for each evidence item or package (if package not opened) observed by the analyst and a description of the item or package.
4. Analysts creating an inventory of evidence which may be forwarded for latent print evidence analysis should be cautious when assigning sub-item numbers, since latent evidence analysis may often be conducted on the packaging of an item tested by another discipline (e.g., the packaging is an item for analysis). Whenever possible, the analyst creating the inventory should communicate with a latent evidence analyst to ensure that the inventory is created in a manner which facilitates analysis and reporting by both disciplines.

B. Itemizing Evidence

The following procedure will be used to assign a unique item number or sub-item number to each piece of evidence analyzed.

1. Selecting an Item or Sub-Item Number:
 - a. Item numbers will be assigned using the default item numbering system currently in effect in the "BEAST" Laboratory Information Management System (LIMS). Item numbers are a numerical integer, with each subsequent item assigned the next

consecutive integer. Each “parent” container or package is assigned an item number at the time of intake.

- b. Parent item numbers will not be added, edited, deleted, or otherwise modified without prior approval of a Physical Evidence Technician Supervisor.
- c. Sub-item numbers will also be assigned using the default numbering system in effect in the BEAST. Sub-item numbers are assigned by the BEAST alternating letters and numbers. For example, if the item number is 1, the first sub-item number will be 1A. Each sub-item number will progress alphabetically. If there are more than 26 sub-item numbers (1A through 1Z) subsequent sub-item numbers are assigned by the BEAST in the following fashion: 1AA through 1AZ, followed by 1BA through 1BZ, etc. Sub-item numbers may be edited, but only under the following circumstances:
 - i. Sub-item numbers may be edited in order to match a sub-item number previously assigned for evidence that has been re-submitted.
 - ii. In addition, sub-item numbers may be edited if necessary to maintain consistency with a legacy numbering system. For example, if a case was analyzed prior to the BEAST and additional evidence is submitted, the sub-item numbers can be changed to the item numbers that would have been assigned under the original numbering system.

2. Creating and Inventory

Analysts will use the following method to create, on the “Items” tab, an inventory of evidence items and/or packages contained within each container of evidence that is opened for analysis.

- a. Upon opening each container of evidence, the analyst will determine how many items or packages are present in the container. Analysts may exercise some discretion to determine what is an item.

NOTE: If evidence is to be analyzed by multiple disciplines, analysts receiving the evidence first are strongly encouraged to consult with the other discipline(s) prior to sub-itemization(s) of evidence to best facilitate subsequent analyses by all disciplines.

- b. Multiple physical pieces of evidence may be considered a single item, provided that results can still be reported clearly and unambiguously and that the chain of custody for all evidence is still recorded accurately. Examples of multiple physical pieces of evidence which may be handled as a single item include:

- i. Multiple tubes of blood from the same individual, collected at the same time as part of a toxicology case.
 - ii. Multiple tablets bearing the same markings, with one or more tablets selected, subjected to testing, and yielding the same results.
 - iii. Item which was packaged together and are not intended for analysis (e.g., box labeled as containing victim clothing).
- c. If only one item is present in the package, analysis should be completed and documented using the parent item number assigned to the package. However, if the item has been previously itemized or was submitted in relation to a case that was previously analyzed using a different numbering method, a sub-item should be created in order to maintain consistent numbering. See above.
 - d. If more than one item is present in the package, the analyst will use the sample button to create the correct number of sub-items. Alternately, the parent package can be sampled once, and the sub-item can be “duped” to create the correct number of sub-items.
 - e. Sub-item numbers should not be assigned in a manner that they refer to package or container alone, unless that package or container will be analyzed (e.g., for latent prints). Analyst discretion may be used on sub-itemizing containers if it is an evidence kit (e.g., sexual assault kits, GSR kit (kit is Item 1, with contents being 1A, 1B, etc.)).

3. Sub-divided Evidence and Work Product

Sub-item numbers or item numbers will also be assigned to evidence which has been sub-divided or to work products as necessary to accurately document the chain of custody and report results. Evidence has been sub-divided anytime a portion of an evidence sample is removed and is not consumed in testing or returned to the original package. Work product refers to items generated from evidence, such a sperm cell search slides, DNA cuttings, and extracts and dilutions.

- a. Selecting an Item or Sub-Item Number:
 - i. Sub-item numbers will be used when the sub-divided evidence or work product originates from a single parent item.
 - ii. However, if sub-divided evidence or work product is created which originates from more than one parent item (e.g., multi-well slides with stains from more than one item, etc.), then the next available item number may be assigned.

When a new item number is used in this fashion, the description of the item number shall clearly identify the item or sub-item numbers it originated from or is associated with.

b. Recording Sub-Divided Evidence and Work Products:

In most cases, item numbers and sub-item numbers assigned to evidence will be created on the Items tab in the BEAST in order to ensure an accurate chain of custody and clear reporting. However, there may be some exceptions. The following guidelines should be used when determining how to create or record an item or sub-item number.

- i. Item and sub-item numbers assigned to evidence will be created on the items tab when there may be further sub-item numbers assigned later which are related to the same parent item of evidence.
- ii. When there is no potential for duplication of sub-item numbers and when all sub-items are maintained within the same container as the parent item, the sub-item may not need to be created on the Items tab. In these circumstances, the sub-item numbers should be added to the description of the parent item, unless the evidence will not be returned or retained (e.g., such as a blood alcohol kit).

C. Labeling Evidence

1. The first CSD employee examining a piece of evidence will mark the item with the laboratory case number, assigned item or sub-item number, date, and his/her handwritten initials. Any CSD employee who subsequently examines the evidence will mark the item with the date and his/her handwritten initials. Other methods may be used to accomplish like labeling (i.e., to allow for use of technicians or other workflow); any alternate methods used to accomplish labeling shall be documented in the discipline quality manual.
2. If the evidence itself cannot be labeled or labeling the item itself could compromise the integrity of the evidence, or a subsequent evidence processing method could remove labeling information (for example latent print processing), an alternate labeling method should be used. Possible ways of labeling and preserving labeling of such items may include one or more of the following methods:
 - a. Labeling a tag which can be attached to the item, after processing if necessary.
 - b. Labeling the proximal container.

- c. Including a photo of the item with the labeling information visible in the photo as part of the case notes.
 - d. Using a thin-tipped marker in an appropriate area.
 - e. Taking a photo after marking, to record the markings, if necessary.
- 3. All evidence items and/or their proximal containers will be legibly marked in such a way that the examiner's identifying marks or entry into the container does not cover, obliterate, or substantially alter another examiner's or officer's seal or markings whenever possible. In this way a traceable chain of seals is maintained.
 - 4. When evidence is re-sealed after analysis, the examining Criminalist will ensure the outer container is marked, next to the barcode label, to indicate the item and sub-item number(s) contained within the evidence package, his/her initials, and if desired, the date. The item and sub-item number labeling should clearly convey what items are contained in the evidence package, including any items or sub-items which have been added to or removed from the package. This requirement does not apply to blood specimen collection kits or hospital vials that will not be returned to the submitting agency.

D. Evidence Recovered by Photography

- 1. When evidence, such as latent prints and impressions, can only be recorded or collected by photography (including digital images) and the evidence in the image is not recoverable, the photograph must be treated as evidence.
- 2. Photos such as these, that are treated as evidence, must be handled in the following manner:
 - a. The photographs must be labeled with, or contain in the image, the case number, date taken, analyst initials, and a unique photo number (i.e., Photo 1) or an item/sub-item evidence number. Whenever possible, this information should be included in the image.
 - b. The photographs must be listed in the case file, in either hard copy or electronic format.
 - c. In latent evidence cases, photographs and negatives can be retained in the case file.

E. Evidence Handling

Each analyst is responsible for ensuring that all evidence examined is protected from loss, contamination, cross transfer, and deleterious change.

1. Evidence will be handled taking precautions to prevent any unauthorized alteration, cross-contamination, or deleterious changes by the following method or combination of methods:
 - a. Analysts shall obtain approval from the Technical Manager (TM) and/or Quality Manager (QM) prior to combining samples of evidence which may originate from a different source, even if located on or submitted as a single item (e.g., multiple biological stains on a single item, multiple tablets or syringes submitted as a single item).
 - b. Generally, open and examine only one container of evidence at a time.
 - c. Suspect and victim evidence will be searched in separate areas or at different times after decontamination measures are employed to prevent cross-contamination.
 - d. Every reasonable attempt will be made to maintain and preserve representative portions of biological evidence in serology related cases. Analysis of consumption samples will be documented according to CSD QP 16.2. Requests for additional documentation or observation will be handled according to CSD QP 10.
 - e. Representative portions of all informative biological material will be preserved in a manner to minimize degradation of the material and allow for future testing as required. These items may be retained, if necessary, or returned to the submitting agency.
2. All evidence received of insufficient quantity to allow a representative portion of evidence to be preserved after testing should be photographed and documented according to OSBI CSD QP 16.2 prior to examination. In addition, any work product of the analysis, such as DNA extracts, that may permit retesting, will be preserved and retained in such a way as to prevent degradation.

F. Use of Drying Stalls

1. For the usage of drying stalls at FSC, use the following steps:

NOTE: Drying stalls are available for use by OSBI personnel and stakeholders. The drying stalls are located in Triage Room 1 and Triage Room 2 under an alarm system. Verify the room(s) has been disarmed by OSBI personnel before entering.

- a. Locate a drying stall marked "CLEAN". Recommend cleaning the drying stall prior to use.
 - b. Prepare the drying stall for evidence placement by adorning personal protective equipment (gloves, lab coat, mask, etc.). Next, place clean paper in the bottom of the stall and on the horizontal rods.
 - c. Place evidence inside the drying stall.
 - d. Close and lock the door prior to signing out the stall key using Drying Stall Key Control Log (OSBI CSD QPA 20.5). The key will remain in the individual's possession until the evidence is retrieved. Flip the sign from "CLEAN" to "NOT CLEAN" to indicate that the stall requires cleaning after use.
 - e. After removing evidence, the individual is responsible for cleaning the drying stall using a bleach solution diluted at a 1:10 ratio for disinfecting and sanitizing the area. A physical evidence technician will complete an additional cleaning after each set of items are removed to further prevent contamination.
 - f. Flip the sign to "CLEAN". Sign in the key. Leave the key in the door of the drying stall.
2. For usage of drying stall at the Northeast Regional Laboratory (NERL), use the following steps:
 - a. Contact a biologist to get their assistance.
 - b. The biologist will assist the Agent/Officer with protective gear (lab coat, gloves, and mask) and take them to the laboratory where the drying stall is located.
 - c. The biologist will place the butcher paper down in the drying stall and the Agent/Officer will then place evidence accordingly in the stall.
 - d. The drying stall will be closed and the Agent/Officer will place a Red Evidence Tape seal across the door seal and initial the tape.
 - e. The biologist will then flip the sign from "CLEAN" or "NOT CLEAN" to indicate that the stall is in use and will require cleaning after use.
 - f. Once evidence is dried, the Agent/Officer will return and retrieve the evidence.
 - g. After evidence is removed, the biologist that is responsible for cleaning the drying stall will use a bleach solution at a 1:10 ratio for disinfecting and sanitizing the area.

G. Evidence Storage

1. Temporary closure of evidence is encouraged for evidence in overnight lockup to prevent the possibility of loss, cross transfer, contamination, or deleterious change. Locking cabinets, drawers, etc. will be provided and used by Criminalists, when practical, for securing evidence overnight or when the Criminalist will be away from the laboratory. It is recognized that there are times when it may not be practical to secure evidence in locking cabinets, drawers, etc. Examples may include when an examiner needs to leave for a brief period of time (e.g., lunch hour or shorter) or if the evidence is in process and needs to be left out as part of the analysis procedure (e.g., latent print processing). In the event it is not practical to put evidence in a temporary locked storage, evidence being examined may be left out if it is in a secure area (e.g., limited-access laboratory room). It is the responsibility of every CSD employee to ensure that evidence is always stored in the most secure manner practical.
2. Large items or boxes of evidence in the process of being examined will be not be required for lock-up as long as they are closed and/or sealed in a secured restricted access lab area when the Criminalist will be away for short periods of time.
3. Evidence shall be re-sealed as soon as practical after requested testing has been completed.
 - a. Evidence such as fingerprints and/or projectiles in unsolved cases that are subject to frequent requests for comparison may be treated as "evidence in the process of examination." "Evidence in the process of examination" may be stored unsealed in a secure, limited access area, as long as the evidence is protected from loss, cross-transfer, contamination, and/or deleterious change. After 30 consecutive days of no analysis or new requests for comparisons, a case is no longer considered "in the process of examination." Cases no longer in the process of examination should be closed and the evidence sealed properly until analysis resumes or a new service request is received.
4. Evidence will be stored in conditions which prevent degradation or other deleterious change. Blood and urine samples submitted for Toxicology analysis will be stored refrigerated upon receipt and until they are disposed of according to statute or returned to the appropriate agency.
5. DNA extracts, including those in the process of examination, must be stored refrigerated or frozen.
6. Evidence should not be returned to a property room or other physical location for return to the requesting agency until after technical review has been completed. This

practice ensures that evidence is available for further inspection or testing, if a question or concern arises during the review process.

H. Prepare Evidence for Return at FSC

1. Locate the evidence that is ready to be returned to the requesting agencies on the return shelf in the individual unit's property room.
2. The Physical Evidence Technician retrieving evidence for return will transfer all containers to their custody in the LIMS as described in PE QP 3.
3. Verify all evidence seals are appropriate and initialed by analyst(s).
4. Verify each container has been labeled with appropriate item number(s) and analyst's initials.
5. Verify the outer packaging type is correct in LIMS.
6. Transfer the evidence to the appropriate locations using the following steps:
 - i. Scan the barcode for the appropriate location.
 - ii. Scan the barcode for "Ready to Return" process code.
 - iii. Scan the barcode for each container.
 - iv. Scan the "Process Chain of Custody" or press enter.

I. Transporting Evidence

1. Evidence collected from a crime scene must be protected from loss, cross transfer, contamination, and/or deleterious change, whether in a sealed or unsealed container, during transportation to an evidence facility. Where appropriate, further processing to preserve, evaluate, document, or render evidence safe shall be accomplished prior to final packaging. Evidence collected from a crime scene must be appropriately identified, packaged, and entered into the secured electronic evidence tracking system as soon as practical.
2. Evidence that has been received into the custody of the OSBI CSD that must be transported to another facility should be sealed prior to transport.
3. Evidence being transported to another facility should not be left in an unoccupied vehicle overnight.

4. Transportation of evidence will be documented using the evidence transaction procedures outlined in CSD PE QP 3 Evidence Transactions.

III. References

OSBI CSD QPA 20.5, Drying Stall Key Control Log

(Available in QMS Form Folder)

QP 2.2 Evidence Handling for Non-Casework Purposes [\(Top\)](#)

I. Scope

When evidence is needed for purposes other than casework analysis, this procedure shall be followed to ensure that the non-casework use of evidence is documented and communicated to OSBI stakeholders, **if the non-casework use would consume a portion of the evidence or could potentially damage the evidence.**

II. Procedure

A. Approved Non-Casework Use of Evidence

There are several different circumstances other than casework analysis when the use of evidentiary samples is essential to further the mission and goals of the OSBI CSD. These include:

1. Research or validations which improve the quality or types of services the OSBI CSD can provide.
2. Training of CSD employees, practicum students, or interns.
3. Quality control purposes, such as re-analysis casework.

B. Preferred Sources of Evidence for Non-Casework Use

In order to ensure that non-casework use of evidence does not conflict with the OSBI CSD's responsibility to preserve and protect the integrity of evidence, the following sources of evidence will be used, in the order listed, if practical. With the exception of evidence returned for destruction, **at least half of all samples must be retained or returned to the submitting agency.**

1. Evidence which has been resubmitted to the OSBI CSD for destruction or which is eligible for destruction based on state statute (e.g., toxicology samples).
2. Evidence from a no-analysis case, where there is no possibility for a later request for analysis. For example, evidence from a no-analysis case where the suspect has pled guilty.
3. Evidence from adjudicated cases.
4. Evidence from active, non-adjudicated cases or no-analysis cases with a potential that a request for analysis will be received later, with approval from OSBI Lab Director.

C. Notifying Stakeholders of Non-Casework Use of Evidence

1. Notifications may be handled in the following manner:
 - a. All stakeholders will be notified of the OSBI's policy regarding non-casework use of evidence by the posting of this policy and the attachment PE QPA 2.2.1 on the OSBI website.
 - b. For evidence samples retrieved from destruction, no further notification is required.
 - c. When a second sample of an evidence item is taken for non-casework purposes and consumed concurrent with analysis of the case, no further notification is required. The consumption of a second sample shall be documented in the case record, as indicated below.
 - d. When a portion of evidence is retained for non-casework purposes from adjudicated cases, no-analysis cases, or cases with no expectation of future analysis requests, a second notification will be sent to the investigating agency and the prosecuting agency, at a minimum. This notification may be through a letter, memo, or e-mail, which shall be retained in the case record. Alternately, this notification may be made by adding a statement to the Criminalistics Examination Report which states that a portion of the evidence is being retained in accordance with PE QP 2.2 and the notification posted on the OSBI website.
 - e. When a portion of evidence is retained for non-casework purposes from non-adjudicated cases, the second notification must be sent to the prosecuting agency and defense counsel. Including a statement in the report like that described in II.C.1.d above will be considered notification of both prosecution and defense.
2. As indicated in PE QPA 2.2.1, authorization will be documented through the submittal of evidence for analysis or destruction.

D. Documenting Non-Casework Use of Evidence

1. Re-analysis of casework samples will be documented according to CSD QP 30 and all applicable discipline protocols.
2. Use of destruction evidence will be documented on the destruction form.
3. Use of no-analysis, adjudicated, or non-adjudicated casework will be documented in the case record.

- a. The information may be recorded in a case narrative or as part of the examination documentation, whichever is most appropriate.
- b. The amount and item/sub-item numbers of portions taken and the purpose will be documented. The amount of item portion taken may be recorded by a specific size, weight or other measurement. Alternately, if additional portions or aliquots are taken which are the same size as that used in casework analysis, the documentation could simply reflect “1 additional test portion taken for training purposes” or a similar notation.

III. Attachments

PE QPA 2.2.1 Notification Regarding Non-Casework Use of Evidence

(Available in QMS Form Folder)

QP 2.3 Evidence Storage and Maintenance [\(Top\)](#)

I. Scope

This procedure outlines the process for maintaining evidence rooms and evidence vaults/lockers within the OSBI CSD. Supervisors are responsible for ensuring that evidence rooms designated for their unit/lab are properly maintained, according to the requirements listed below.

II. Procedure

A. General Maintenance

1. All CSD employees who have access to evidence rooms or handle evidence are responsible for ensuring that evidence is properly sealed, labeled, and stored. Any employee who observes a problem with an evidence seal, packaging, labeling, or storage shall notify the appropriate Supervisor(s) and correct the problem.
2. Problems noted with evidence handling, sealing, packaging, labeling, or storage will be evaluated according to OSBI CSD QP 13. A Physical Evidence Technician Supervisor will have the final authority to determine which level of response is warranted (Nonconforming work Class I, Class II, or elevated to a Class III or Class IV with Quality Manager and CSD Director approval). A Physical Evidence Technician Supervisor will be responsible for tracking evidence-related nonconforming Class IIs and notifying other Supervisors as needed so that issues are addressed quickly and do not grow in scope. If necessary or desirable, discipline Supervisors and/or Technical Managers may record evidence related Class II nonconforming work on their nonconforming work record spreadsheet.
3. Evidence rooms will be neat and organized. Locations for varying types of evidence (pending analysis, ready for return, retain, etc.) will be clearly identified. Evidence lockers should be cleaned after each use.
4. The primary method for organizing evidence will be to sort evidence in numerical order based on laboratory case number. When necessary, alternate organization methods may be used in addition to or in place of the primary method. For example, evidence pending return to agency may be more appropriately sorted based on agency or county. Similarly, units with evidence that cannot be feasibly grouped due to discrepancies in packaging size or storage requirements will need to modify their organization method accordingly.
5. The organization method will be communicated to all who access and use the evidence room or vault. All individuals accessing the vault will be responsible for maintaining the organization. For example, analysts pulling evidence for analysis will adjust the

packaging so that there are not random “gaps” between cases. Likewise, evidence technicians bringing new evidence will place evidence neatly in the appropriate area.

B. Evidence Room Inventory Schedule

1. Locations with evidence pending analysis will be inventoried at least once per quarter (January – March, April – June, July – September, October – December).
2. Locations with evidence pending return to agency will be inventoried at least once per quarter.
3. Locations with retained or long-term storage, with the exception of the FSC Long Term Storage Property Room, will be inventoried at least annually.
4. All locations within the FSC Working Property Room will be inventoried quarterly.

C. Conducting Evidence Room Inventories

1. Log in to the BEAST program using your regular BEAST User ID and password.
2. Select “Phy Inventory”.
3. Select the “New” button.
4. Scan the barcode of the location to be inventoried.
5. Scan the barcodes for all evidence in the location being inventoried.
6. Check the “Missing Items” and “Mismatched Items” tabs to verify all evidence has been scanned correctly.
7. Click on the “Save” button.
8. Click on the “Finalize” button.
9. The following categories are tracked by the inventory report:
 - a. Misplaced/Mismatched Items - Items which are scanned, but the computer records indicate should not be in the location inventoried.
 - b. Missing Items - Items which were not scanned, but the computer records indicate they should be in the location inventoried.

- c. Deleted/Invalid Items - Items which were scanned but there is no computer record found in the database. Items may have been deleted and re-entered. This invalidates the barcode. A new label should be printed.
- d. Not in Container Items - These items were scanned. The computer records indicate that these items should be in a container.
- e. Found Items - These items were scanned and are in the correct location.

D. Reporting Evidence Room Inventories

Unit/Laboratory Supervisors, or designee, will be responsible for ensuring the inventory report is saved in the BEAST. Unit/Laboratory Supervisors will document evidence room inventories on the Evidence Room Inventory Tracking Spreadsheet on the QA server and monitor for possible patterns of problems identified. In addition, Supervisors will be responsible for reporting inventory results as follows:

1. Upon completion of the inventory, Unit Supervisors shall provide written notification detailing the completion of the inventory to the Physical Evidence Technician Supervisors and the Criminalistics Administrator over the Evidence unit.
2. Any problems identified or patterns observed as a result of the inventory will be listed individually in the report, along with any steps taken to correct the problem according to OSBI CSD QP 13.
3. Information detailing the status of evidence room inventories will also be reported as part of the quarterly management system review reports as outlined in OSBI CSD QP 18.

E. Custody Inquiry Personal Inventories- Schedule

In order to ensure that any incorrect evidence transactions are identified promptly, each employee who routinely has evidence in his/her possession will conduct a check of his/her personal inventory by running a custody inquiry as described below. This helps ensure that any mistakes identified can be corrected prior to evidence leaving CSD custody.

1. Evidence technicians shall conduct a custody inquiry at the close of business each day provided that evidence transactions were conducted on that day.
2. Analysts shall conduct a custody inquiry at least once per week provided that evidence transactions were conducted during the week.

F. Conducting a Custody Inquiry

1. Click the "Custody Inquiry" button at top of the BEAST home screen.
2. Type "AN" in the "Custody Of" box on the screen that appears.
3. Type your BEAST User ID in the "Location" box on the same screen.
4. Click the "Search" button or hit Enter.
5. Review the list and compare to all evidence in your physical custody.
6. Notify a Physical Evidence Technician Supervisor if any custody corrections need to be made. A Physical Evidence Technician Supervisor may make corrections or may instruct the employee how to make the appropriate correction.

PE QP 2.4 Evidence Refrigerator and Freezer Maintenance [\(Top\)](#)

I. Scope

Refrigerators and freezer used to store evidence shall be monitored to ensure each unit is maintained in a fashion that protects the evidence from degradation, cross contamination, or other deleterious change. This procedure shall be used to properly maintain all refrigerators and freezers used to store evidence. This includes refrigerators and freezers which are used intermittently for evidence storage. Refrigerators/freezers purchased for evidence storage which have not yet been placed into service may be exempted from this procedure, provided they are clearly and appropriately labeled.

II. Procedure

A. Temperature Ranges

The following temperature ranges are guidelines to be used when determining the high and low point for temperature monitoring systems:

1. Standard refrigerator compartments: 1°C to 10°C
2. Small refrigerator/freezer units: -20°C to 10°C
3. Refrigerator/freezer combination (with probe located in freezer): -30°C to 5°C
4. Standard freezer compartments: 0°C or below

*The high/low point for combination units shall be set in a fashion that ensures frozen items are maintained at or below 0°C and refrigerated items are maintained from 1-10°C.

B. Guidelines for Proper Operation

1. Contents of each refrigerator/freezer should be arranged and reasonably limited to allow proper air circulation to allow for effective cooling.
2. Thermometers should be placed in an easily visible location.
3. Thermometer bulbs, sensors, and probes should be free from contact with evidence, shelving, and other materials.
4. "Frost-free" refrigerator/freezer units have short duration defrost cycles which will create some temperature variation. This should be taken into account when recording temperatures, placing temperature probes, and setting the high and low points on the alarm monitoring pad. For proper monitoring, the alarm probe must be placed in a

position where the temperature does not fluctuate enough during defrost cycles to set off the alarm.

5. Care should be taken when placing evidence into freezers which require manual defrosting. Additional steps should be taken to protect evidence from water damage that could occur due to an unintended defrost during a freezer failure or power outage. For example, avoid placing evidence on the very bottom of the freezer and consider draping plastic over evidence to divert any drips.

C. Alarm Monitoring

1. All refrigerators and standalone freezers used to store evidence will have a remote alarm monitoring device installed.
2. The OSBI maintains a contract with an alarm monitoring company. If a refrigerator or freezer temperature falls outside the acceptable range outside of business hours, the alarm company will notify the OSBI according to contract specifications. The appropriate Supervisor(s), or designee(s), will then be notified to investigate the source of the alarm.
3. The Supervisor(s), or designee(s), will be responsible for taking appropriate actions indicated in section II.E. below.

D. Manual Monitoring

1. Thermometers will also be used to regularly check the temperature of refrigerators and freezers. Thermometers used will measure in °C and must have a range that spans the temperature range designated for the unit being monitored.
2. At least once per week, the temperature will be recorded on the Temperature Monitoring Form OSBI PE QPA 2.4.1 or an alternate temperature log which records the same information included on OSBI PE QPA 2.4.1. The person recording the temperature shall check previous readings to monitor for any trends which would indicate the performance of the refrigerator or freezer may be declining. If a single reading appears to indicate a negative trend (concern that unit is not operating properly), a second reading will be taken later in the day and the Supervisor(s) will be notified.
3. When the temperature is checked and logged, the refrigerator or freezer will also be inspected for mold, mildew, excess frost/ice buildup, or any other possible deleterious condition that may require maintenance. Appropriate and immediate action will be taken to remedy any deleterious condition, if possible. For maintenance that cannot be performed immediately (e.g., manual defrosting or maintenance that requires a service technician) the Supervisor(s) will be notified so the maintenance can be scheduled as soon as practical.

E. Out of Range Temperature

When a refrigerator or freezer temperature falls outside the acceptable range, the following actions shall be taken to investigate and correct the issue.

1. The unit shall be inspected to attempt to determine the cause of variance. If the cause is readily identified (e.g., a door not properly closed, evidence stacked in a fashion that prevents air circulation, etc.) then appropriate steps will be taken to correct the issue and the temperature will be closely monitored to ensure that the steps taken corrected the problem.
2. If the cause cannot be easily determined or corrected by in-house personnel, the unit shall be emptied. The contents shall be transferred to a working unit (if possible) or to a temporary storage until expedient arrangement can be made for proper storage. The unit shall be marked with an "Out of Service" sign. The date shall be recorded both on the sign and in the maintenance record. The unit Supervisor(s), or designee, shall arrange to have the unit repaired or replaced.

F. Power Outages

Power outages may periodically occur due to inclement weather or utility maintenance work. The following steps should be taken to ensure a power outage does not damage evidence stored in refrigerators and freezers.

1. Whenever practical, refrigerators and freezers used to store evidence should be placed on a properly maintained generator.
2. Staff should be trained on the proper operation of any backup system or generator in use.
3. Staff should also be trained on appropriate steps to take in the event that a power failure occurs and a backup generator is not available. This includes methods to identify and triage the most critical evidence (e.g., whole blood, tissue, bone samples should be prioritized above more stable evidence such as DNA extracts; freezers with frost buildup should be handled before frost free units, etc.), alternate storage locations and methods, etc.
4. Training provided shall be documented in the employees' training folder (see OSBI CSD QP 19).

III. Attachments

PE QPA 2.4.1, Temperature Log
(Available in QMS Form Folder)

PE QP 3 Evidence Transactions [\(Top\)](#)

I. Scope

The security and integrity of all evidence in the possession of the OSBI CSD will be preserved. Transfers, return of evidence, and/or destruction submissions will be conducted according to the specifications of this procedure.

II. Procedure

NOTE: Scanning evidence for any custody transaction must be performed accurately to ensure proper chain of custody. It is vital when transferring, returning, or destroying evidence to ensure all packages have been scanned properly.

A. Documenting Chain of Custody for Evidence Transfers

The following process will be used to document evidence transfers at the time of the transfer:

1. Scan the appropriate barcodes as indicated below.
 - a. Location (the person receiving the evidence or the vault/storage area where the evidence will be placed.)

NOTE: If the location barcode is unavailable, scan the nearest barcode. Next to Custody of boxes, click "Select." A "Select Custody Location" box will pop up. In the "Custody Of" section, click the question mark to select the location. Then scroll to the needed location/analyst or type a description in "Description Contains" section.

- b. Item(s) (the barcodes associated with all items being moved).
 - c. Process chain of custody (or hit enter/click save).

B. Documenting Chain of Custody for Legacy Evidence

Occasionally, the need arises to transfer evidence which has been retained by the OSBI CSD. When legacy evidence (evidence which pre-dates the BEAST and LETS evidence tracking systems) needs to be transferred, the chain of custody may be documented using a legacy method (e.g., hard copy tracking, release, and destruction forms, etc.) if the transfers are intended to release the evidence out of OSBI CSD custody. For example, if retained evidence associated with cases that are past the statute of limitations is being returned to the original requesting agency, the transfers may be documented using the legacy method. However, if evidence transfers are necessary to facilitate additional analysis, the evidence shall be added to the BEAST so that subsequent chain of custody transfers and analysis can be tracked using the current system. A Physical Evidence Technician Supervisor shall be consulted when

transfers are conducted of legacy evidence to ensure all evidence transactions are documented correctly.

C. Evidence Transfers

The following method will be used to transfer evidence between individuals or locations. For the purposes of this section, an evidence transfer refers to evidence that has been analyzed in one unit or laboratory and is being routed to another unit, laboratory, or evidence intake facility for additional analysis. Evidence which has been received (but not analyzed) by one laboratory which must be transported to another laboratory for analysis does not constitute an evidence transfer as described in this section. Evidence transports must be documented according to section II.A above.

1. Routing Evidence

- a. The individual initiating an evidence transfer will verify that an assignment for the target unit exists in the BEAST. If there is no assignment for the target unit, the individual initiating the transfer will create the assignment.
- b. Evidence transfers can be done directly from analyst to analyst. This should be done whenever necessary to ensure the efficient and timely analysis of evidence.

2. Prepare Evidence Packaging

- a. Create a new container, if necessary, for the item(s) to be transferred.
 - i. From the items tab, click on the barcode button located next to the "Cont #" field.
 - ii. In the window that opens, click on "New."
 - iii. Select the appropriate package type.
 - iv. Select the item(s) that are being placed in the new container.
 - v. Click on "OK" and enter password when prompted.
 - vi. Click the barcode button again, ensure that the newly created container is selected, and the click on print label.
 - vii. Attach the barcode label to the container.
- b. Verify that the package(s) is/are properly sealed and labeled. At a minimum, packages should be labeled with the following information:

- i. Case number;
 - ii. Item number(s) included;
 - iii. Analyst initials;
 - iv. Barcode label;
 - v. County and agency (this information should be on the barcode label);
 - vi. Any applicable hazard labels.
- c. For evidence that will be physically transferred by another individual (such as a Physical Evidence Technician or Criminalist) the following steps will be taken to identify evidence pending transfer:
- i. Scan evidence containers into custody.
 - ii. Move the evidence to a location specified for evidence transfers.
- d. Following transport of the evidence (if applicable) to the target lab, the following actions will take place:
- i. The evidence being transferred will be scanned into the target unit's property room or vault in the location designated for pending evidence.
 - ii. The appropriate discipline Supervisor, or designee, of the target unit will ensure that the case is assigned to an analyst or prioritized as necessary.

D. Evidence Returns

With the exception of evidence samples which require or warrant retention or which are authorized for destruction, evidence will be returned to the appropriate submitting or requesting agency. Evidence will only be returned to the submitting agency unless special arrangements have been made ahead of time for a different agency to pick the evidence up.

1. Evidence will generally be returned in person, but may be returned by certified mail (with return receipt requested) or private courier (UPS, FedEx).
2. For evidence pending return from an OSBI Laboratory/Evidence Facility, OSBI personnel may use one of the following methods, depending on the organizational layout of return property/vault:
 - a. Evidence return method #1, proceed with the following steps:

- i. Verify the agency.
 - ii. Run a custody inquiry for the agency including process code "Return."
 - iii. Click "Search."
 - iv. Print list.
 - v. Pull evidence from return location(s) according to the list.
 - b. Evidence return method #2, proceed with the following steps:
 - i. Verify the agency.
 - ii. Pull evidence from return location(s).
3. For evidence returned at an OSBI CSD facility, perform the following steps:
- a. Scan the barcode for "return to agency."
 - b. Scan the barcode(s) for the item(s)/container(s) being returned.
 - i. Verify the evidence being returned belongs to the receiving agency by reviewing the labeling on the evidence package(s).
 - c. Type the agency receiving the evidence and any comments necessary in the "Comment" field. For example, if evidence is returned to an agency other than the requesting agency, an explanation or comment should be entered.
 - d. Scan the barcode for "process chain of custody" or click on "Save."
 - e. Enter BEAST password and click "OK."
 - f. Type in the name of the individual receiving the evidence, request the individual sign on the signature pad, and click "Save Signature."
- NOTE: If any key is hit during the signature process, the LIMS program will move on and process as is. Be cautious of your actions.
- g. Give a printed copy of the evidence receipt(s) to the individual.
4. For evidence returned at outside OSBI CSD locations, perform the following steps:

- a. Transfer the evidence to the custody of the individual that will be returning evidence.
 - b. Prepare (a) hard copy of evidence release form(s) (PE QPA 3.1).
 - c. Deliver the evidence to the appropriate agency and request the individual receiving the items to print and sign his/her name on each form and date the form(s).
 - d. Document the date, time, and location of the transfer.
 - e. After returning to an OSBI CSD facility, attach an imaged copy of the signed release form to the appropriate BEAST case file, as per PE QP 1.
 - f. Update the chain of custody record to reflect the return to the agency. This can be done by coordinating with a Physical Evidence Technician Supervisor.
5. For evidence returned by mail or private courier, perform the following steps:
- a. Prepare a hard copy evidence release form (PE QPA 3.1).
 - b. Print, sign, and date the form with the date the evidence will be shipped. Note the method of shipment and tracking number on the "Released at" line.
 - c. Make a copy of the signed form and scan into the appropriate BEAST case file.
 - d. Transfer the evidence for return to the location barcode "Returned to Agency No Signature".
 - i. Scan the barcode for "return to agency no signature."
 - ii. Scan the barcode(s) for the item(s)/container(s) being returned.
 - iii. Verify the evidence being returned belongs to the receiving agency by reviewing the labeling on the evidence package(s).
 - iv. Type the agency receiving the evidence, shipping method, and any comments necessary in the "Comment" field.
 - v. Scan the barcode for "process chain of custody" or click on "Save."
 - vi. Enter BEAST password and click "OK."
 - e. Package evidence to meet shipping guidelines for the appropriate courier.

- i. Indicate where the receiving officer needs to print, sign, and date the original evidence release form. Place the form and a self-addressed stamped envelope in a letter size envelope and attach to the outside of the container.
- f. Ship the evidence in a manner in which the package can be tracked (ex. Certified mail, FedEx, or UPS). Request a return receipt or e-mail notification of delivery from the courier.
- g. Scan a copy of the tracking receipt into the appropriate case in the BEAST, as per PE QP 1.
- h. Scan or add digitally, a copy of the return receipt or e-mail notification of delivery into the appropriate case in the BEAST, as per PE QP 1.
- i. Upon receipt of the signed original evidence release form, scan it into the appropriate case in the BEAST, as per PE QP 1.
- j. Place the signed original evidence release form into the appropriate case file replacing the copy placed in the file at time of shipping.
- k. Shred the form if the case file is electronically maintained.

E. Evidence Destruction

Destruction of evidence will be conducted according to the specifications of this procedure. The following procedure for evidence destruction applies to items that are currently in the custody of the OSBI CSD or that are brought to the OSBI CSD specifically for destruction. This can include K9 training aids, provided that the agency has already had a property officer weigh the K9 training aids and record the weights on the DEA Form 41. If an agency needs to submit K9 training aids for destruction but has not weighed the training aids and recorded the weights on DEA Form 41, then they must submit these K9 training aids for destruction only at FSC and in coordination with the OSBI CSD personnel assigned to coordinate K9 training aids, or designee.

Toxicology evidence submitted in relation to an impaired driving case shall not be destroyed until after 60 days from the date of collection, in accordance with O.S. Title 47, Section 752.

Drug and other evidence will be destroyed after receiving written authorization from the OSBI Case Agent, the submitting agency, the district attorney having jurisdiction in the case, or by applicable statutes. PE QPA 3.2 must be completely filled out by a law enforcement representative for the proper destruction. Items received for destruction should be maintained under seal, if possible. Destruction items are not considered evidence.

1. Evidence destruction process:

- a. The submitting agency should have completed an OSBI Evidence Destruction form PE QPA 3.2. This form should include the OSBI laboratory case number (if applicable), the submitting agency's case number, description of contraband, and quantity.
- b. The submitting agency's name, submitting officer's name and signature, and the date should be completed on the form.
- c. Check the form for completeness. Check the form for items that cannot be accepted for destruction. The following are not permitted: E-Waste: Flash drives, cell phones, laptops, cameras, anything with a circuit board, or lithium battery (vapes, digital scales, etc.). Ammunition: bullets, etc., limited guns without ammunition are acceptable. Aerosols: butane tanks, lighters. Hazardous or iodinated waste. Medical waste (including bloody/biohazardous materials).
- d. Sign the form and date it.
- e. Stamp the form with the date/time stamp. If a date/time stamp is not available, the received date and time should be written on the form with receiving personnel's initials.
- f. Log the contraband into the master destruction log form provided in the designated network location.
- g. In the master destruction log form, provided in the designated network location, the destruction control number is assigned by the letter "D" plus the last two digits of the current year, hyphen, and the actual number of destruction submittals for that year. (Example: D25-123 destruction. The D25 is the current year the destruction is received, the 123 indicates this is the 123rd destruction submittal).
- h. Each regional facility should use their facility indicator letter in front of the destruction number obtained from the master destruction log book. Facility indicators are as follows: Lawton – L; McAlester – M; Tahlequah – T; Woodward – W. (Example TD25-23 indicates the destruction was submitted at the Tahlequah Laboratory and it is their 23rd destruction submittal).
- i. Make a copy of the destruction form for the officer as a receipt.
- j. Mark each of the containers being submitted with the destruction number obtained from the master destruction log form provided in the designated network location.

- k. Place the original destruction form in the destruction file folder. These are to be kept in numerical order. Newest submittals should be filed at the back of the folder.
 - l. Place the contraband in the destruction evidence holding area until it is pulled for destruction.
 - m. Envelopes and smaller packages for destruction should be combined into boxes that are large enough to not be easily diverted at the contracted destruction site.
2. When evidence is submitted for destruction that is currently in OSBI custody:
- a. To update the chain of custody in the BEAST for destruction of evidence still in the custody of the OSBI, perform the following steps:
 - i. If the officer is submitting the destruction form in person for evidence that is still in OSBI custody, scan the barcode for the evidence disposition “destroyed.”
 - ii. If the destruction form is received by mail, scan the barcode for “destroyed, no signature.”
 - iii. Scan the barcodes for the item(s)/container(s) being destroyed.
 - iv. Enter the destruction number in the comments field.
 - v. Scan the barcode for “process chain of custody.”
 - vi. Enter your password and then click “OK.”
 - vii. For the items scanned “Destroy” a signature screen will pop up. Type the name of the individual submitting the destruction form and capture his/her signature using the signature pad. Click on “Save Signature” when he/she has finished signing.
3. Attach the completed destruction form to the case file within the BEAST using the method listed below:
- a. Insert the document into the scanner in the proper orientation, according to scanner instructions.
 - b. Open the case within the BEAST.
 - c. With the “Case Info” tab selected, hit the “F11” key or click on the “Documents F11” button.

- d. Click on the “Scan_Doc” button in the lower right corner of the window that opens.
- e. Click “Scan” to scan the document. Review the scanned document. If the document is illegible, adjust settings and rescan. Label the document accordingly (e.g., OSBI Lab # Destruction form).
- f. The destruction form will need to be scanned into each lab number listed on the form.

4. Regional Facilities:

- a. The original destruction forms should be placed in a special destruction file folder to be sent to the Forensic Science Center (FSC) along with the destruction contraband being transported to the FSC.
- b. Place items in destruction holding area until it can be transported to the FSC.
- c. Transport destruction evidence and destruction forms to the FSC and give forms to FSC Physical Evidence Technician Supervisor. Place in destruction evidence holding area.

5. Preparation of Contraband for Destruction:

- a. Ascertain what the contents are to ensure the items meet the following destruction acceptance guidelines:
 - i. Be sure that all chemicals and contaminated items are separated into the laboratory’s chemical destruction area to be picked up by the hazardous waste contractor.
 - ii. Biohazard items should not be accepted from outside agencies. Biohazard destruction items should only be accepted from OSBI Agents. Any biohazard items can be placed into your laboratory’s biohazard waste for disposal with the biohazard waste contractor.
 - iii. Sharp objects must be packaged in “puncture proof” containers. These containers should be clearly marked on the outside to alert others handling the containers of the dangers inside.
 - iv. Syringes should be packaged separately in a puncture proof container. Do not place the syringes into new “syringe tubes” for disposal. These containers should be clearly marked on the outside.

- v. Do not receive any “LOADED” weapons. Weapons must be labeled “unloaded” and initialed. Do NOT accept any ammunition. All weapons must be packaged in boxes. Prior to accepting more than five weapons for destruction, authorization must be obtained from the Criminalistics Administrator responsible for the destruction of evidence.
 - vi. The laboratory does not accept any explosives of any kind, including fireworks (recommend ATF).
- 6. The Administrator overseeing the destruction contract will coordinate date(s) for destruction.
- 7. Maintaining the destruction form for each destruction trip:
 - a. Organize the destruction forms for all labs/evidence facilities, beginning with FSC and then place them in alphabetical order by facility name, keeping them in numerical order by facility.
 - b. In the “OSBI lab use only” box the lower left corner of form, page number all destruction forms. Use the total number of pages to fill in the “of ____” section.
 - c. Create the “Certificate of Destruction of Narcotic Drugs” with the appropriate total number of pages and date of destruction trip.
 - d. The “Certificate of Destruction of Narcotic Drugs” will be signed by the Criminalistics Administrator overseeing destruction and the FSC Physical Evidence Technician Supervisor.
 - e. The “Certificate of Destruction of Narcotic Drugs” form goes at the beginning of the combined OSBI Destruction forms. These documents should be imaged into Evidence Technician folder found in the Common folder of FSC files. The folder shall be labeled as “Destruction_Date_Month_Day_Year.”
 - f. After verifying the documents were imaged correctly, the original documents will be shredded.

III. Attachments

PE QPA 3.1, Evidence Release Form
PE QPA 3.2, Evidence Destruction Form
(Available in QMS Forms Folder)

PE QP 4 Subpoena Processing [\(Top\)](#)

I. Scope

Identify the correct OSBI Lab number associated with the subpoena and notify the appropriate personnel in a timely manner.

II. Procedure

- A. If received in-person or via mail, date/time stamp the subpoena with the date/time when it is received. For subpoenas received via email from OSBI Legal Division, a Prosecutor's office, or from a Criminalist to whom the subpoena was sent, adding the date/time stamp is not necessary.
- B. Any employee receiving a subpoena duces tecum (a subpoena also requiring the production of documents) should immediately provide a copy to the OSBI Legal Division and the OSBI Criminalistics Administrator overseeing Discovery Orders.
- C. Verify the court date. If the date is for the day the subpoena is received or the next day, process the subpoena immediately.
- D. Check all subpoenas for the individual's name and OSBI Lab number(s). For subpoenas addressed to an OSBI employee, verify the correct individual(s) is/are included and the lab number for the case is correct before processing.
- E. Search the LIMS system for the suspect(s) name and lab number(s).
 1. This may require searching variations of the spelling of the defendant's name in order to locate the lab number. Example: John may be entered as Jon. If the name is Martin Glen, you may need to search as Glen Martin.
 2. If the spelling of the defendant's name on the subpoena varies from the entry in the LIMS, create a new entry on the "Name" tab using the spelling listed on the subpoena.
 - a. For the new entry, type "(AKA)" after the last name of defendant.
 - b. Add a case event narrative to explain the addition of the new name entry.
 3. If the defendant's name cannot be located in the BEAST, contact the Prosecutor's office or use Oklahoma State Courts Network (OSCN.net) / On Demand Court Records (odcr.com) websites to get information that will assist in locating the case.

- a. With the additional information obtained, any additional subject related to the case, but not documented at the time of submission, may be documented in the BEAST. Complete a narrative in the case for any additional entry.
4. If the defendant's name(s) still cannot be located in the BEAST or a match to a case cannot be made, notify the Prosecutor's office that the OSBI has not yet received any evidence for this case. The subpoena can then be destroyed.
5. When a match to a lab number(s) has been made, verify the county of offense in the BEAST matches the county on the subpoena. Check the "Reports" tab to obtain the name of the analyst(s) who worked the case.
 - a. If more than one individual is listed on a subpoena, enter the subpoena in the BEAST for each individual.
 - b. If there is more than one lab number, make an entry into each case.
6. Enter the subpoena into the BEAST using the following steps:
 - a. Locate the appropriate case.
 - b. Go to case "Info Tab".
 - c. Select "Supplementals" (All Supplements).
 - d. Select "Subpoena/Court Information".
 - e. Select "Add".
 - f. Enter information from the subpoena.
 - g. Select "Save".
7. Email a copy of the subpoena to the individual.
 - a. If a Criminalist has not been assigned, email the Supervisor(s) of the unit.
 - b. In the subject line, add the OSBI lab case number.
 - c. Carbon copy (cc:) the following: the Supervisor and Captain of the unit, Quality Manager, and OSBI Legal Division.
 - d. Subpoenas are not maintained in case records and may be destroyed.

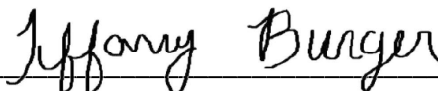
Approved Abbreviations List

bps	brown paper sack	glb	green leafy substance
cal	Caliber	gm	gram
cap	Capsule	hr cig	hand rolled cigarette
cds	controlled dangerous substance	hsb	heat sealed bag
cig(s)	cigarette(s)	mag	magazine
clr	Clear	me	manilla envelope
cls	crystal like substance	pse	plastic sharps container
cont	Containing	pwp	paper wrapped package
cpb	clear plastic bag	sm	small
cpzb	clear plastic ziplock bag	tab	tablet
ea	Each	vsb	vacuumed sealed bag
ee	evidence envelope	we	white envelope
env	Envelope	wcs	white crystal substance
glr	green leafy residue	zpb	ziplock plastic bag

Approval

Physical Evidence

Technician Supervisor (FSC)



Tiffany Burger

Date: 06/17/2025

Physical Evidence

Technician Supervisor (Regional)



Christa Rhodes

Digitally signed by Christa Rhodes
DN: cn=Christa Rhodes, o=Oklahoma State Bureau
of Investigation, ou=Physical Evidence,
email=christa.rhodes@osbi.ok.gov, c=US
Date: 2025.06.17 18:36:18 -0500

Date: 06/17/2025

Criminalistics Services

Division Quality Manager

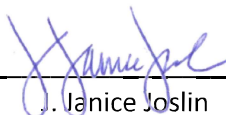


Danielle Ross-Carr

Date: 6/17/25

Criminalistics Services

Division Director



Janice Joslin

Date: 06/17/2025

History (Effective Date)

Revision 00 (06/18/2025)

Description

New manual created

Removed information from OSBI CSD Quality Manual section QP 5 – moved to PE QP 1 and made edits to update, as needed.

Removed information from OSBI CSD Quality Manual section QP 6.1 – moved to PE QP 2.1 and made edits to update, as needed.

Removed information from OSBI CSD Quality Manual section QP 6.2 – moved to PE QP 2.2 and made edits to update, as needed.

Removed information from OSBI CSD Quality Manual section QP 6.3 – moved to PE QP 2.3 and made edits to update, as needed.

Removed information from OSBI CSD Quality Manual section QP 6.4 – moved to PE QP 2.4 and made edits to update, as needed.

Removed information from OSBI CSD Quality Manual section QP 7 – moved to PE QP 3 and made edits to update, as needed.

Edited Request for Laboratory Examination form from OSBI CSD QPA 5.1 to PE QPA 1.1

Edited Notification Regarding Non-Casework Use of Evidence from OSBI CSD QPA 6.2.1 to PE QPA 2.2.1

Edited Temperature Log from OSBI CSD QPA 6.4.1 to PE QPA 2.2.1

Edited Release Form from OSBI CSD QPA 7.2 to PE QPA 3.1

Edited Evidence Destruction Form from OSBI CSD QPA 7.1 to PE QPA 3.2

Added procedures II.D, III.D, III.F-G, IV.D, and V.D from Physical Evidence Training Manual (Revision 09/Effective December 30, 2024)